

Instruction: This is a model letter. Adapt to fit your facts and circumstances.

Return address:
Name
Address Line 1
Address Line 2
City, State Zip Code

Date

Name
Company
Address Line
City, State Zip Code

Re: Return of Product on Free Trial

Dear :

Thank you for allowing me to try your product for the 30 day trial period. I was quite impressed by the quality and efficiency of the product. However, I do not believe that I am ready to purchase one.

I have returned the product in its original packaging and have abided by the rules of the agreement. Once again thank you for allowing me to use your product.

Sincerely,

N A M E